

AG E N D A
JAMES CITY COUNTY BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
January 4, 2016
4:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. ORGANIZATIONAL MEETING

1. Nominations of Chairman and Vice-Chairman with Elections to Follow
2. Seating Assignments
3. Agenda Format Discussion
4. Establishment of Meeting Dates, Places, and Times
5. Adoption of Rules of Order
6. 2016 Tentative Work Session Agenda
7. Commission/Committee Appointments

D. BOARD CONSIDERATION(S)

1. Appointment - Interim County Attorney
2. Temporary Williamsburg Regional Library Board of Trustees Appointment
3. WATA Appointments
4. Appointment - Director of Emergency Management
5. Bank Resolution Amendment
6. Release of New County Website

E. CLOSED SESSION

F. BOARD REQUESTS AND DIRECTIVES

G. ADJOURNMENT

1. Adjourn until _____ p.m. on January ____ 2016

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Nominations of Chairman and Vice-Chairman with Elections to Follow

The Board shall elect a Chairman and Vice-Chairman.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/15/2015 - 1:44 PM

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Seating Assignments

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/21/2015 - 8:57 AM

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Agenda Format Discussion

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/21/2015 - 8:59 AM

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Establishment of Meeting Dates, Places, and Times

Adoption of Board Calendar for the year.

ATTACHMENTS:

	Description	Type
▣	2016 Board Calendar	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/21/2015 - 9:02 AM



2016 Board of Supervisors' Calendar

KEY

Months with change

BOS Meeting

Holiday

More Information

•2nd & 4th Tuesday meeting 6:30 p.m.

•4th Tuesday Work Session 4 p.m.

•January 4 BOS Organizational Meeting 4 p.m.

Location

101-F Mounts Bay Road
Williamsburg, Virginia
23185

Mailing Address

P.O. Box 8784
Williamsburg, Virginia
23187-8784

www.jamescitycountyva.gov/BOS

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

New Year's Day-1

BOS Org Mtg-4

BOS Meetings-12, 26
Martin Luther King, Jr. Day-18

BOS Retreat-23 8:30 a.m.

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

BOS Meetings-9, 23
VACo County Gov. Day-11
Presidents Day-15

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

BOS Meetings-8, 22

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

BOS Meetings-12, 26

Budget Work Sessions-28 4 p.m.

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BOS Meetings-10, 24
Budget Work Sessions-2, 4 4 p.m.
Memorial Day-30

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

BOS Meetings-14, 28

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

BOS Meetings-12, 26
Independence Day-4

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

BOS Meeting-9

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

BOS Meetings-13, 27
Labor Day-5

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

BOS Meetings-11, 25

VML-9, 11

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

BOS Meetings-8, 22
VACo-13, 15
Veteran's Day-11
Thanksgiving-24, 25

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

BOS Meeting-13
Christmas-24, 25
New Year's Day
Holiday-Jan 1
BOS Organizational Meeting-1/3/17

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Adoption of Rules of Order

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:28 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 8:34 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:38 AM
Publication Management	Boles, Amy	Approved	12/22/2015 - 8:53 AM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 9:30 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:47 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:17 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:22 PM

MEMORANDUM

DATE: January 4, 2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Interim County Attorney

SUBJECT: Organizational Meeting of the Board of Supervisors

The Code of Virginia, Section 15.2-1416, requires the Board of Supervisors to organize at its first meeting in January.

The meeting should proceed generally as follows:

1. Seek nominations for Chairman and Vice Chairman and then hold elections for such offices.
2. Establishment of meeting dates, place and times (this is accomplished by adopting the attached resolution).
3. Commission/Committee appointments, may be done in closed session if necessary.
4. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et seq., in particular, the "Procedure in Small Boards" as follows:
 - Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - Motions need not be seconded.
 - There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - Informal discussion of a subject is permitted while no motion is pending.
 - The Chairman can speak in discussion without rising or leaving the chair and can make motions and votes on all questions.

In addition, the Board for the last several years has chosen to follow the following:

- Motions to rescind shall not be in order after the Board has made a decision on land use matters involving rezonings or special use permits. A motion to reconsider such matters must be made at the same meeting the original decision is made by the Board.
- Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

I believe these rules have worked effectively for these Boards and recommend its continuation.

I have attached the appropriate resolution for your consideration.

ARK/nb
BosOrg16-mem

Attachment

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by State law to organize at the first meeting in January.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the following rules shall apply for the year 2016:

1. Regular meetings of the Board shall be held as shown on the attached 2016 calendar, in the Board Room of the James City County Government Center. The meeting time shall be 6:30 p.m.

Work session meetings of the Board shall be held at 4 p.m., Tuesday before the second regular meeting each month in the Board Room of the James City County Government Center.

2. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:
 - a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
 - b. Motions need not be seconded.
 - c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
 - d. Informal discussion of a subject is permitted while no motion is pending.
 - e. The Chairman can speak in discussion without rising or leaving the chair and can make motions and votes on all questions.
3. In addition, the Board agrees to the following:
 - a. A motion to rescind shall not be in order in a land use decision involving a rezoning or a special use permit. A motion to reconsider such a decision must be made at the same meeting the original decision is made by the Board.
 - b. Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued 48 hours to the same time and place.

Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of
January, 2016.

BosOrg16-res

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: 2016 Tentative Work Session Agenda

ATTACHMENTS:

	Description	Type
□	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:28 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 8:34 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:38 AM
Publication Management	Burcham, Nan	Approved	12/22/2015 - 8:53 AM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 9:26 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:47 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:16 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:22 PM

M E M O R A N D U M

DATE: January 4, 2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Tentative Agenda for 2016 Work Sessions

The following is a tentative list of the Board of Supervisors Work Session agenda items for the calendar year 2016.

1. Budget
2. JCSA Structure
3. Primary Service Area
4. DEQ/VDH permit
5. Ordinance changes coming
6. Adoption of Strategic Plan (topics that will be addressed)
 - i. Budget
 - ii. Economic Development
 - iii. PSA
 - iv. Education
 - v. Community Health
 - vi. Incorporation of Budget, Comp Plan and CIP(10 facilities master plan)
7. Chamber goals for James City County
8. Debt scenarios to plan for future needs
9. Financial planning to exponentially smooth our process

BJH/nb
TentAgenda16WS-mem

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Commission/Committee Appointments

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:29 AM
Board Secretary	Kinsman, Adam	Approved	12/23/2015 - 8:56 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 9:02 AM
Publication Management	Boles, Amy	Approved	12/23/2015 - 9:08 AM
Legal Review	Gowdy, Michelle	Approved	12/23/2015 - 9:25 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 10:08 AM
Board Secretary	Kinsman, Adam	Approved	12/23/2015 - 10:28 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 11:17 AM

MEMORANDUM

DATE: January 4, 2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: List of Supervisor Seats for Boards and Commissions for 2016

Below is a listing of requested Board/Commission/Committee appointments for Board Members for 2016.

Staff recommends that appointments be made for the coming year.

Board/Commission Committee	Board Member 2015	Board Member 2016
<i>Community Action Agency Board of Directors</i>	Hunter Old, Cathy Richardson, John R. Smith – expire 9/25/2017 Mark Highfield and Diane Finney (staff) – expire 9/25/2017	Hunter Old, Cathy Richardson, John R. Smith – expire 9/25/2017 Mark Highfield and Diane Finney (staff) – expire 9/25/2017
<i>Hampton Roads Economic Development Authority (HREDA)</i>	Pulled out of HREDA by BOS Action	
<i>Hampton Roads Military and Federal Facilities Alliance (HRMFFA)</i>	Mary Jones	
<i>Hampton Roads Planning District Commission (HRPDC)</i>	Mary Jones	
<i>Hampton Roads Transportation Planning Organization (HRTPO)</i>	Mary Jones	
<i>Hampton Roads Transportation Accountability Commission (HRTAC)</i>	Michael Hipple	
<i>School Liaison</i>	Kevin Onizuk Michael Hipple	
<i>Historic Triangle Collaborative</i>	James Kennedy	
<i>Agricultural and Forestal District (AFD) Advisory Committee</i>	James Kennedy	
<i>Economic Development Authority Liaison</i>	John McGlennon	
<i>Farmers Advisory Committee</i>	James Kennedy	
<i>Williamsburg Area Destination Marketing Committee</i>	Kevin Onizuk	
<i>Community Services Coalition Board of Directors</i>	Barbara Watson as BOS Representative until 01/01/2017	Barbara Watson as BOS Representative until 01/01/2017

List of Supervisor Seats for Boards and Commissions for 2016

January 4, 2016

Page 2

Board/Commission Committee	Board Member 2015	Board Member 2016
<i>Greater Peninsula Workforce Development Consortium</i>	Kevin Onizuk	
<i>Peninsula Council for Workforce Development</i>	Kevin Onizuk	
<i>Virginia Peninsula Regional Jail Authority</i>	John McGlennon	
<i>Williamsburg Land Conservancy</i>	Kevin Onizuk	
<i>Peninsula Public Sports Facility Authority (PPSFA) Board</i>	Not Active – May Reserve Appointment Until Necessary	Not Active – May Reserve Appointment Until Necessary
<i>Regional Issues Committee (RIC)</i>	Discontinued by BOS Action	
<i>Greater Williamsburg Area Chamber and Tourism Alliance</i>	Kevin Onizuk	
<i>High Growth Coalition</i>	John McGlennon	
<i>Williamsburg Area Medical Assistance Corp (WAMAC)</i>	John McGlennon	

BJH/nb

2016BCC-seats-mem

Attachment

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Appointment - Interim County Attorney

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:28 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 8:34 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:38 AM
Publication Management	Burcham, Nan	Approved	12/22/2015 - 8:52 AM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 9:31 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:47 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:22 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:23 PM

MEMORANDUM

DATE: January 4, 2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: Appointment of Interim County Attorney

Because Michelle Gowdy resigned from her position as County Attorney effective December 23, 2015, it is necessary to appoint an Interim County Attorney.

I recommend that you adopt the attached resolution appointing Mr. Adam Kinsman as the Interim County Attorney. Mr. Kinsman is a licensed attorney who has previously served as the Deputy County Attorney and the Interim County Attorney and is well-suited to serve in this role.

BJH/nb
ApptInterimCtyAtty-mem

Attachment

RESOLUTION

APPOINTMENT OF INTERIM COUNTY ATTORNEY

WHEREAS, the position of County Attorney of James City County became vacant on December 23, 2015; and

WHEREAS, it is necessary to formally appoint an Interim County Attorney to temporarily fulfill the legal and functional duties for the proper operation of the County; and

WHEREAS, the current Assistant County Administrator, Adam R. Kinsman, is a licensed attorney, served as the Assistant County Attorney from 2005-2007, served as Deputy County Attorney from 2008-2014, served as Interim County Attorney from November 2014 through June 2015, and has the knowledge, skill and ability to serve as the Interim County Attorney; and

WHEREAS, pursuant to Section 6.5 of the James City County Charter, the Board of Supervisors is responsible for appointing an Interim County Attorney; and

WHEREAS, an Interim County Attorney shall report to the County Administrator, shall serve at the pleasure of the Board of Supervisors, and may be replaced by another Acting County Attorney, Interim County Attorney or by a County Attorney; and

WHEREAS, the Board of Supervisors and Adam R. Kinsman have agreed upon a letter of engagement for Adam R. Kinsman to serve as Interim County Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby appoints Adam R. Kinsman as Interim County Attorney, effective at 5 p.m. on December 23, 2015.

Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of January, 2016.

ApptInterimCtyAtty-res

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Temporary Williamsburg Regional Library Board of Trustees Appointment

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:29 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 8:57 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:58 AM
Publication Management	Burcham, Nan	Approved	12/22/2015 - 9:00 AM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 9:35 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:48 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:19 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:23 PM

MEMORANDUM

DATE: January 4, 2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: Temporary Appointment to the Williamsburg Regional Library Board of Trustees

On July 14, 2015, the Board of Supervisors appointed Mr. Adam R. Kinsman to serve on the Williamsburg Regional Library ("WRL") Board of Directors, effective July 1, 2015 and expiring on June 30, 2019. Because the County Attorney's Office provides legal advice to the WRL, Mr. Kinsman cannot serve as Interim County Attorney while simultaneously serving as a WRL Trustee.

I recommend that the Board of Supervisors appoint Ms. Tara Woodruff, Director of Budget and Accounting Division, to the WRL Board of Directors, effective immediately. This appointment shall continue until Mr. Kinsman's legal conflict is resolved, at which time Mr. Kinsman shall resume his duties on the WRL Board of Directors.

BJH/nb
WRL-TempAppt-mem

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: WATA Appointments

ATTACHMENTS:

	Description	Type
□	Memorandum	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:29 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 9:03 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:47 AM
Publication Management	Boles, Amy	Approved	12/22/2015 - 1:39 PM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 1:42 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:13 PM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:19 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:23 PM

MEMORANDUM

DATE: January 4, 2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Appointments to the Williamsburg Area Transit Authority Board of Directors

On July 14, 2015, Mr. Adam R. Kinsman, Assistant County Administrator, was appointed to fill the vacancy left by the retirement of Mr. Allen J. Murphy on the Williamsburg Area Transit Authority (WATA) Board of Directors. The term will expire on June 30, 2017. Because the County Attorney's Office provides legal advice to WATA, Mr. Kinsman cannot serve as Interim County Attorney while simultaneously serving as a Board member of WATA.

I recommend that the Board of Supervisors appoint Mr. Paul Holt, Planning Director, to fill the balance of the unexpired term, effective January 4, 2016.

In addition, the Board may appoint two alternate members to serve on the WATA Board should either of the two regular members be unable to attend a meeting. Currently, only one alternate has been appointed: Ms. Barbara Watson. I have spoken with Ms. Watson and she does not wish to continue to serve as an alternate.

I recommend that the Board appoint Ms. Grace Boone, Assistant Director for General Services, and Mr. John Galganski, Assistant Fire Chief, to serve as alternate WATA Board members.

BJH/nb
WATA-Appts-mem

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Interim County Attorney

SUBJECT: Appointment - Director of Emergency Management

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:38 AM
Board Secretary	Kinsman, Adam	Approved	12/23/2015 - 8:56 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 9:02 AM
Publication Management	Burcham, Nan	Approved	12/23/2015 - 9:07 AM
Legal Review	Gowdy, Michelle	Approved	12/23/2015 - 9:24 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 10:08 AM
Board Secretary	Kinsman, Adam	Approved	12/23/2015 - 10:27 AM
Board Secretary	Fellows, Teresa	Approved	12/23/2015 - 11:17 AM

MEMORANDUM

DATE: January 4, 2016
TO: The Board of Supervisors
FROM: Adam R. Kinsman, Interim County Attorney
SUBJECT: Director of Emergency Management

Attached for your consideration is a resolution appointing the County Administrator as the Director of Emergency Management for James City County. Virginia State Code Section §44-149.19 requires localities to have a Director of Emergency Management which can be either the County Administrator or a Board of Supervisor member. The Director of Emergency Management then appoints a Coordinator of Emergency Management, which in James City County should be Kathleen Hale whose title is Emergency Management Administrator.

I recommend adoption of the attached resolution as it will bring you into compliance with the State Code.

ARK/nb
EMDirector-mem

Attachment

RESOLUTION

APPOINTING THE DIRECTOR OF EMERGENCY MANAGEMENT

WHEREAS, the Board of Supervisors under Virginia Code Section 44.1-146.19 has the authority to appoint a member of the Board of Supervisors or the County Administrator as the Director of Emergency Management; and

WHEREAS, the County Administrator has been the Director of Emergency Management; and

WHEREAS, the Director of Emergency Management appoints the Coordinator of Emergency Management who is Kathleen Hale.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby appoint the County Administrator as the Director of Emergency Management pursuant to 44.1-146.19 and he will appoint the Coordinator of Emergency Management as Kathleen Hale.

Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of January, 2016.

DirEmerMgmtAppt-res

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Bank Resolution Amendment

ATTACHMENTS:

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:28 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 8:36 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 8:38 AM
Publication Management	Boles, Amy	Approved	12/22/2015 - 8:55 AM
Legal Review	Gowdy, Michelle	Approved	12/22/2015 - 9:32 AM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 11:48 AM
Board Secretary	Kinsman, Adam	Approved	12/22/2015 - 2:18 PM
Board Secretary	Fellows, Teresa	Approved	12/22/2015 - 2:22 PM

M E M O R A N D U M

DATE: January 4, 2016
TO: The Board of Supervisors
FROM: Bryan J. Hill, County Administrator
SUBJECT: Bank Resolution Amendment

The James City County (JCC) bank resolution needs to be updated to reflect the changes in the Treasurer's office.

The attached resolution, amending the JCC bank resolution to include Jennifer D. Tomes and Barbara S. Miller as authorized signers of checks, is recommended for approval.

BJH/nb
BankResAmend16-mem

Attachment

RESOLUTION

BANK RESOLUTION AMENDMENT

WHEREAS, James City County (JCC) has multiple financial institutions designated as depositories for the JCC funds and that funds so deposited may be withdrawn upon a check, draft, note or order of the Board of Supervisors.

BE IT RESOLVED that all checks, drafts, notes or orders drawn against said accounts be signed by two of the following:

Jennifer D. Tomes Treasurer
OR

Bryan J. Hill County Administrator
OR

Adam R. Kinsman Assistant County Administrator
OR

Barbara S. Miller Senior Accountant

whose signatures shall be duly certified to these financial institutions and that no checks, drafts, notes or orders drawn against these financial institutions shall be valid unless so signed.

BE IT FURTHER RESOLVED, that these financial institutions are hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the institution is also authorized and directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase Certificates of Deposit, repurchase agreements or to make other lawful investments when requested by Jennifer D. Tomes, Treasurer, or Barbara S. Miller, Senior Accountant. This resolution shall continue in force and these financial institutions may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Certificate of the Secretary, accompanying a copy of this resolution when delivered to these financial institutions or in any similar subsequent certificate, until written notice to the contrary is duly served on these financial institutions.

Chairman, Board of Supervisors

ATTEST:

Bryan J. Hill
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 4th day of
January, 2016.

BankResAmend-res

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Bryan J. Hill, County Administrator

SUBJECT: Release of New County Website

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/29/2015 - 9:56 AM

ITEM SUMMARY

DATE: 1/4/2016

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Adjourn until _____ p.m. on January ____ 2016

The Board shall adjourn to the first regular Board of Supervisors meeting in January based upon the establishment of meeting dates and times.

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	12/21/2015 - 1:23 PM